



U.S. Department of  
Transportation

FEDERAL HIGHWAY ADMINISTRATION  
OFFICE OF CIVIL RIGHTS

# **National Summer Transportation Institute Program**

**FY2016 WEBINAR  
NOVEMBER 19, 2015**

# Leadership **INTRODUCTIONS**

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# VISION



- \* A diverse, well-qualified workforce in the transportation industry in the 21<sup>st</sup> Century and beyond
- \* Promote greater awareness of career opportunities within the transportation industry

# PURPOSE

- \* Promote awareness of Science, Technology & Math (STEM) educational and career opportunities among disadvantaged and at-risk middle and high school students around the country
- \* A recognized educational established in 1998

# LEARNING OUTCOMES

- \* Clarify Program Objectives
- \* Define Roles and Responsibilities
- \* Review Solicitation Process
- \* Define Organizational Structure
- \* Implement the NSTI Program
- \* Manage the Budget

# Program Objectives

- \* Improve STEM Skills
- \* Provide awareness to middle and high school students about transportation careers
- \* Encourage middle and high school participants to consider transportation-related courses of study in their higher education pursuits.
- \* Continue to expand program to include at-risk-youth & other untapped US territories.

# Roles & Responsibilities

- \* Oversight/Monitoring
  - HCR
  - Division Offices (DO)
  - Station Transportation Agencies (STA)
  - Host Sites

# Overview of Solicitation Process

- \* NSTI Program Manager secures funding from the OJT/SS Program Manager
- \* Solicitation notice sent to STA indicating program funding by mid-December, 2015
- \* Grants posted to [www.grants.gov](http://www.grants.gov) by \_\_\_\_\_, 2016
- \* Who is eligible and can participate in the program
- \* STA solicits FY16 NSTI programs from Universities Colleges (competitive process)

# Solicitation Process (cont'd)

- \* Host sites create Statement-of-Work (SOWs)
- \* STA evaluates SOWs, including budgets based on established criteria
- \* STA selects program(s) to approve

# Solicitation Process (cont'd)

- \* STA sends recommended SOWs to Division with explanation of why they approved and explanation for “not-approved” by\_\_\_\_\_, 2016
- \* Division reviews SOWs to ensure they meet established criteria

# Overview of Solicitation Process (cont'd)

- \* Divisions posts approved SOWs to SharePoint for HCR concurrence and by \_\_\_\_\_, 2016
- \* HCR prepares Administrator's Package for review and final concurrence by the U.S. DOT Secretary of Transportation by \_\_\_\_\_, 2016
- \* HCR notifies Divisions of awards and allocates the funding in the Financial Management Information System (FMIS)

# Host Sites

- \* Host sites are participating *accredited* colleges and universities throughout the U.S., District of Columbia and Puerto Rico.

# Host Sites (cont'd)

## \*Major responsibilities:

- Submit application to the STA
- Ensure application aligns with program objectives
- Establish cooperative agreement with STA
- Recruit (participants /staff and faculty)
- Administer and track STI budget expenditures
- Ensure transportation-related curriculum
- Complete program questionnaire

# ORGANIZATIONAL STRUCTURE: NSTI Program

- \* Provide Host Site Information
- \* Designate Project Director (credentials)
- \* Establish as residential or nonresidential
- \* Detail Program Type:
  - Middle School Program (career exploration focus)
  - High School Program (Post- Secondary Education/Transportation-Related Careers)

# ORGANIZATIONAL STRUCTURE: NSTI Program (cont'd)

- \* Establish program length (2-4 weeks)
- \* Program Design/Curriculum
- \* Provide minimum of 15 Participants

# ORGANIZATIONAL STRUCTURE: NSTI Program (cont'd)

## \* Orientation

- Discuss Expectation of Participants
- Provide Overview of Planned Activities
- Provide Host Site General Information
- Review Rules and Regulations

## \* Closing Program

- Feature the Talents of the Graduates
- Provide Certificates of Completion
- Provide Suggested Awards for Accomplishments

# Budget

- \* Requests for funds cannot exceed allocated amount
- \* Program is a 100% Federal Share
  - No Cost Sharing Required
- \* Budget Summary
- \* 2 CFR 225, Super-circular follow for any kind of grant for allowable costs

# Budget Note: (cont'd)

## \*Capped Budget Items:

### ➤ Personnel + Fringe Benefits

- Cannot Exceed 45% of Total Budget

### ➤ Indirect Cost – Cannot Exceed 10% of Program Direct Cost:

- Unless the Institution has another approved Indirect Cost Allocation Plan (ICAP) by some other Federal agency

# Budget (cont'd.) \*\*

- \* Food

- \* Funds: requested or In-Kind Contribution

  - Reasonable Cost

    - Orientation Meeting
    - Closing Program
    - Residential Program - Breakfast/Lunch/Dinner
    - Non-Residential Program - Lunch

- \* Cost of Snacks not allowed

# Stipends

- \* Participant stipends are allowed, but **only** if funding is **not** being requested for room and board for a residential program and with FHWA's prior consent.
- \* Consent will not be withheld if the amount is reasonable, prudent, and supported by written justification and submitted to the FHWA Division Office for approval

# Program Curriculum

## \* Program Components

- Academic program
- Enhancement program
- Sports and recreation program

# Risk Assessment Factors

- \* Safety
- \* Fire Drills & Natural Disasters
- \* Buddy System
- \* Emergency Response System
- \* Staff Alert System
- \* Incident Reporting
- \* Participants With Disabilities

# Selection Criteria

- \* Each proposal is based on a broad range of criteria including, but not limited to the following:
  - the extent to which the proposed program will expose students to educational and career opportunities in the transportation industry, and in particular, in highway construction

# Selection Criteria (cont'd)

- anticipated number of student participants
- length of the program (two-four weeks)
- host site (accredited college/university)
- extent to which minority and female students participate
- richness of the program's academic enhancements
- field exposure
- The itemized budget

# Qualified Proposal Meets...

- \* Law USC 140 (b) authorizes this program
- \* MAP-21 reauthorizes funding for the OJT/SS program, out of which NSTI funding is obtained (Section 1109 (a))
- \* Administrative Criteria (*refer to desk reference*)
- \* Allowable Budget Items (*refer to desk reference*)
- \* Concise (10-page)

# Proposal Components

- \* Program Information
- \* Program Overview
- \* Program Administration
  - Recruitment
  - Student Selection Procedures
  - Staffing Requirements
  - Program Cost (itemized budget)
  - Inter-Modal Advisory Committee

# Proposal Components (cont'd)

- \* Partners
- \* Implementation Schedule
- \* Program Curriculum
- \* Follow-up Survey of Participants

# Annual Program Assessment

- \* It provides a way to evaluate the program
- \* Link to the assessment/questionnaire is sent to the Host site Project Director via an assessment tool
- \* HCR may update assessment questions annually

# Annual Assessment (cont'd)

- \* Requirement of the NSTI Program
- \* Project Directors need to complete the assessment annually (mid-October)
- \* Submit responses using web link

# Annual Assessment (cont'd)

- \* Copies of Responses are sent to Division Office Civil Rights Specialists for their records
- \* HCR compiles data that will be used to make a Final report with recommendations for improvement
- \* Final report provided to Senior Management within 60 days

# Allocation of Funds



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graph LR; A[FHWA HCR] --> B[FHWA DIVISION]; B --> C[STA];
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FHWA  
HCR

FHWA  
DIVISION

STA

- \* HCR Confirms the STI Budget Amount from the Office of the Secretary.
- \* HCR Allocates Funds to the Division Office for distribution to the STA to run the NSTI.
- \* STA Provides Funding to Host Sites by Entering into a Cooperative Agreement
- \* Each Host Site Follows its Respective STA Procurement Rules and Regulations

# Funding Reimbursement Process



- \* STI Host Site Submits Invoices to its STA.
- \* STA reviews invoices for accuracy & allowable costs
- \* STA submits paid invoices to FHWA Division Office with an assurance that paid invoices do not contain non-allowable costs and, that invoices match the expenses in the proposal's budget.
- \* Unexpended funds are due at the conclusion of the program



# Who Can Participate in the Program?

## Who Do I Contact?

- \* Any accredited institution of higher education may apply to serve as a host site for this program
- \* Interested parties should contact their *STA* and/or *FHWA Division Office*

# Contact Information

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# QUESTIONS?